



# THE CITY OF TORRANCE IS HIRING FOR

# LIBRARIAN

# (YOUTH SERVICES)

# 2 VACANCIES

The City of Torrance is seeking an enthusiastic, creative, and flexible individual to join our Librarian team! The primary duties of this position will involve providing library programs for youth from infancy through high school age level. Duties also include reference and reader's advisory service, as well as outreach to Torrance area schools.

Hourly  
Pay Range

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$26.42	\$27.76	\$29.16	\$30.59	\$31.38*	\$32.14*	\$32.95*	\$33.80*

\* Extended step at every third year

## Minimum Requirements

### Education & Experience:

Any combination of a Master of Library Science degree from an ALA accredited college or university, OR Bachelor's degree PLUS either 24 units of graduate work in Library Science with a major emphasis in Children's Services, OR a Bachelor's degree plus three years of professional library experience in Children's Services.

## Ideal Candidate

The ideal candidate, in addition to the minimum requirements, will possess:

- ♦ Ability to be creative and innovative
- ♦ Flexibility
- ♦ Excellent customer service, interpersonal and public speaking skills.
- ♦ Experience with grant writing, outreach, and public programming.
- ♦ Good public relations skills to be an effective liaison with local schools, which includes marketing youth services and participating in activities at school sites as needed.
- ♦ Ability to work regular evening and Saturday hours.

## Benefits

- ♦ Paid vacation and sick leave
- ♦ Health, Dental & Vision plans
- ♦ Life Insurance
- ♦ Tuition Reimbursement Program
- ♦ Thirteen paid holidays
- ♦ Interest-free computer loan program
- ♦ Flexible spending which provides tax-free options for medical, dental and child care expenses
- ♦ Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contributions from both employer and employee. Employee contributes 7% on a pre-tax basis
- ♦ Deferred Compensation Plan
- ♦ Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare

For more information regarding our Employee Benefits, please visit <http://cottest.webs.com/>

## Application Process

Interested candidates must submit an on-line application and supplemental questionnaire at [www.TorranceCA.Gov/523.htm#](http://www.TorranceCA.Gov/523.htm#).

The application filing period begins **Monday, March 17, 2014 at 7:30 a.m.** and closes **Monday April 14, 2014 at 5:30 p.m.**

Only those applicants whose training, experience and skill best meet our requirements will be invited to participate in the examination. This will consist of a Written Exercise and Oral Interview. (combined weighting of 100% )

This testing date is tentatively scheduled for May 15, 2014.

Please visit our webpage under *Recruitment Status* for updates.

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

**As a condition of employment, candidates must pass a background check and pre-employment medical examination.**

*The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.*



**CITY OF TORRANCE  
SUPPLEMENTAL APPLICATION  
FOR  
YOUTH SERVICES LIBRARIAN  
(Job Code 14021623)**

**Must be completed and attached to City application**

The information you provide will be used to determine your qualifications for the Youth Services Librarian position. Only those applicants evaluated as best qualified on the basis of their application package will be invited to the examination process. Responses will be assessed for clarity and conciseness in the response provided.

- 1) Describe your background with regard to experience and/or education in Children's Services. Please be specific regarding college level coursework with an emphasis in Children's Services or specific library experience in Children's Services if you do not possess a Master of Library Science degree.
  
- 2) Describe and discuss a children's program you would like to launch. Include the following in your response: how you would assess the need for this program, develop the budget, and market to your target audience. In addition, outline the criteria you would use in evaluating the program's effectiveness.
  
- 3) Describe your vision for keeping services to youth relevant and engaging when the library is competing for their time in the impacted schedules that include school, technology, social activity and other distractions.
  
- 4) How would you go about building community partnerships with schools and other agencies that work with youth? Outline at least two specific programs or services that are most suited to collaboration.

I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.